



Memorandum

Date: 3/4/2025
Meeting of: City Council

File No. AM No. 25-023
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-556-2336
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DEPARTMENT STAFF:

Parks	Erica Chua	Recreation Manager
Parks	Katie Fraser	Recreation Supervisor
Parks	Dan Cassis	Recreation Program Coordinator

TITLE:

Approval of Instructional Services Agreement, for the Tennis Outreach Program, Increasing the Maximum Amount

Payable to \$150,000

OVERVIEW STATEMENT:

Seeking Council approval of an increase to the maximum amount payable to the Tennis Outreach Program (TOPS) Instructional Services Agreement. Programs and summer camps offered by this organization will exceed our anticipated enrollment amounts due to high community demand and rising costs. Though the expended amount is increasing, revenues earned by the City in the Recreation Activity Fund will also increase as this agreement is based on a percentage split of enrollment/registration fees between the contractor providing the service and the Parks Department.

This agreement will surpass the \$75,000 maximum amount payable threshold requiring Council approval to authorize the Mayor to sign the agreement.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Parks, Arts, Recreation, Culture and Conservation (PARCC) Plan; Cost of Service Methodology and Cost Recovery Policy.

- **Required:**
Council approval is required for agreements over \$75,000.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The maximum amount payable increase allows for serving the many youth who wish to participate in instructional tennis programs while in-turn increasing the revenue for the Recreation Activity Fund. TOPS will provide an estimated 22 sessions throughout the summer, serving more than 500 participants.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$150,000

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:
0000401- Community Recreation

Budget Priority:
Healthy and Sustainable

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A

If yes, explain:
N/A

Funding source(s):
Recreation Activity Fund

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
2/25/2025	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

Direction needed prior to finalizing registration information by March 4, 2025.

ANTICIPATED RESULT IF NOT APPROVED:

Enrollment for programs and camps offered by this organization would need to be limited to maintain the current/less than \$75,000 threshold, impacting the recreational opportunities and service available to the community and department revenue.

ATTACHMENTS:

Attachment A 2025 Instructional Services Agreement- Tennis Outreach Program